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CLASS SPECIFICATION
County of Fairfax, Virginia

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CLASS CODE: 4242   **TITLE:** FIRE DATA SPECIALIST   **GRADE:** S-13

DEFINITION:
Under supervision, to compile and maintain fire related data and statistics; to provide information on incident reports; to retrieve computer generated statistical reports; and to perform related work as required.

TYPICAL TASKS: (illustrative only)
o   Maintains data for field incident reports
o   Develops calendar and fiscal year analysis of field incident reports
o   Provides reports and related information to the public and officials
o   Provides information on hazardous material incidents for environmental assessments
o   Uses computer and computer terminals
o   Verifies Computer Aided Dispatch (CAD) data reviewing updates and distributing error listings
o   Uses resident software packages to generate and retrieve statistical reports
o   Assists supervisor in the preparation of special reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
o   Knowledge of operation of data processing equipment and familiarity with data retrieval software packages such as ROSCOE and EASYTRIEVE
o   Ability to operate computer terminals, to enter and retrieve data, to summarize and reformat statistical data, and to retrieve statistical reports using software packages
o   Ability to communicate effectively with the public
o   Ability to write simple reports.

EMPLOYMENT STANDARDS:
Any combination of education and experience equivalent to the following:
o   Graduation from high school AND
o   Three years experience processing statistical reports
o   Familiarity with computer data-bases.

REVISED: February 21, 1991